



**RULES AND REGULATIONS
GOVERNING THE TRANSACTION OF BUSINESS**

**ALPENA DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF ALPENA, MICHIGAN**

ADOPTED: AUGUST, 1980
REVISED: OCTOBER 16, 1986
REVISED: NOVEMBER 10, 1988
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REVISED: OCTOBER 17, 1991
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REVISED: SEPTEMBER 19, 1995
REVISED: AUGUST 19, 2003
REVISED: July 5, 2005

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SECTION I. SCOPE`

The rules of the Authority for the transaction of business shall be in accord with Public Act 197 of 1975, State of Michigan, and the Alpena City Code.

SECTION II. OFFICERS AND THEIR DUTIES

A. The officers of the Alpena Downtown Development Authority and their respective duties shall be as follows:

- 1. CHAIRPERSON:** Elected annually in April from amongst the appointed members. It shall be the duty of the Chairperson to preside at all meetings of the Authority; to request the call of special meetings of the Authority when necessary; and, in general, to oversee the work of the authority and the execution of its will and purposes as from time-to-time determined by the Authority.
- 2. VICE-CHAIRPERSON:** Elected annually in April from amongst the appointed members. It shall be the duty of the Vice-Chairperson to perform the duties of the Chairperson during the absence or inability of the Chairperson to act.
- 3. EXECUTIVE DIRECTOR:** It shall be the duty of the Executive Director to:
 - a. Maintain the files of the Authority.
 - b. Prepare all reports of Authority action.
 - c. Prepare the agenda for all meetings.
 - d. Prepare and submit reports on matters to be submitted for Authority consideration.
 - e. Sign all plans, maps, charts, surveys, studies, plats, and all records, documents and other papers and reports of Authority action consistent with these rules and regulations, except as otherwise directed by the Authority.
 - f. Set for public hearing all requests requiring the same, and give notice of such hearings as required by law after Authority approval.
 - g. Carry on all the administrative duties resulting from actions of the Authority
 - h. Prepare, sign and distribute minutes of Authority meetings.
 - i. Present minutes to the Authority for approval
 - j. Distribute agenda to Authority members.

- k. Give notice to members of Authority of all meetings.
- l. Present to the Authority all matters which have been prepared in advance.
- m. Assist in the preparation of an annual budget and proposed budgetary amendments as reasonably needed.

SECTION III. ELECTION OF OFFICERS

- A. Nomination of officers shall be made from the floor at the annual organization meeting in April.
- B. A candidate receiving a majority vote of the entire membership of the Authority shall be declared elected and shall serve for one year or until his successor shall take office.
- C. Vacancies in offices shall be filled immediately by regular election procedure.

SECTION IV. MEETINGS

- A. The authority shall hold its annual organization meeting in April of each year. The purpose of the meeting is to elect officers as provided herein and to conduct such other organizational business as may be necessary or beneficial to the Authority.
- B. Regular meetings of the Authority shall be held monthly on the first Tuesday of each month at 3:00 P.M. at which time the business of the Authority including public hearings, action of all matters required by law and such other action that may be required to give effect to adopted programs shall/will be conducted.
- C. Special meetings shall be called by the Chairperson or the Executive Director on the written request of the Chairman or any four (4) members of the Authority on at least six (6) hours written notice to each member of the Authority, served personally or left at his usual place of residence; but any such special meeting shall be a legal meeting for all purposes without such notice if all members of the Authority are present thereat or have waived notice thereof in writing.
- D. A majority of the membership of the Authority shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the entire membership of the Authority.
- E. Meetings will be conducted according to Robert's Rules of Order.
- F. Resolutions recommendations, suggestions, and reports of the committees and third parties shall be made in writing and submitted to the DDA Executive Director for distribution to the authority board not less than five (5) working days prior to the meeting at which time such items are to be acted upon if such items are to be included in the Agenda. Late Agenda items may be added upon the unanimous approval of the Authority members present at the meeting and constituting a quorum.

SECTION V. ORDER OF BUSINESS

- A. Call to order

- B. Approval of Minutes of Previous Meeting
- C. Hearings
- D. Communications and Petitions
- E. Citizens Appearing before the Authority
- F. Old Business
- G. New Business
- H. Adjournment

SECTION VI. COMMITTEES-COMMITTEE REPORTS

The Authority may establish committees as deemed necessary. Members may be appointed from the community at the discretion of the Chairperson, or in the absence of the Chairperson, at the discretion of the Vice-Chairperson. However, each committee so formed shall have as its chairperson a duly appointed member of the Authority.

SECTION VII AMENDMENTS.

These Rules and Regulations may be amended by a two-thirds vote of the entire membership of the Authority.

By-laws as adopted in 1980 and revised by the Alpena Downtown Development Authority October 16, 1986, November 10, 1988, May 18, 1989, October 17, 1991, May 20, 1993, October 17, 1993, September 19, 1995, August 19, 2003 and July 5. 2005.